

## Conduct Successful Meetings

Your conduct of association meetings matters. Efficient and organized meetings will help attract participants and keep them engaged.

The following is a checklist to foster a positive meeting.

- ***Select a neutral place to meet***, such as a school or library meeting room, Mid-County Regional Service Center, or a local restaurant.
- ***Prepare and post an agenda***
- ***Clearly state the purpose of your meeting on the agenda***
- ***Start and end on time***
- ***Keep the meeting moving and watch the general flow***
- ***Encourage participation***
- ***Summarize the conversation frequently***
- ***Stress cooperation, not conflict***
- ***Summarize decisions reached***
- ***Point out differences not yet resolved***
- ***State ideas positively and show their relation to the overall issue***
- ***Use consistent rules – such as Roberts Rules of Order – to add structure to deliberations***
- ***Outline future actions and get commitments for follow through***
- ***Set the next meeting date, time and place.***

### Tips

Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the Board.

Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

For more information about Roberts Rules online, visit: [www.robertsrules.org](http://www.robertsrules.org).

*"Roberts Rules has been a great way to keep our meetings on track while allowing everyone a chance to state their opinions."*

*~ Ilaya Rome-Hopkins, East Bethesda*

When you find yourself chairing or facilitating a community meeting, the ability to express yourself in a clear and concise manner is important. Listening, however, can be even more important.

Both speaking and listening are skills that everyone involved in the group should master, especially those in leadership positions.